



Filing a Return as a LNG Vendor Upload a File Containing Data

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

Login >

Log in to your Account

Username: Password:

Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge

Bank Franchise Tax

Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement



Each • has help information, simply point to the • to display the information.

Main Menu >

File and/or pay taxes.

- ▶ File or Amend Return/Payment ¹
- ► Upload Additional Documentation 19

Select an account function to perform.

- ► Add/Edit User Accounts ①
- Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ▶ View Deleted Electronic Payments ①

Log out

Main Menu 🗲 File and/or pay taxes. File or Amend Return/Payment 🖯 Payment Only 6 Upload Additional Documentation 6

Tax Return Filing Menu >

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

--Please select a Period--

FEB 2016 (Monthly Return)

JAN 2016 (Monthly Return) DEC 2015 (Monthly Return)

NOV 2015 (Monthly Return)

OCT 2015 (Monthly Return)

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.

3000-1000-LN Wonder Woman Corporations (LNG Vendor)

Filing Options File a Return For: 🔾 Amend a Return For: 🐧 O Edit a Saved Return: Select the Data Entry Method:

Log out

Step 1: Use the dropdown boxes to and returns

SEP 2015 (Monthly Return) vianuai Data Enti display license numbers

Step 2: Choose from Filing Options to file, amend, or edit returns Back

Next

Tax Return Filing Menu >

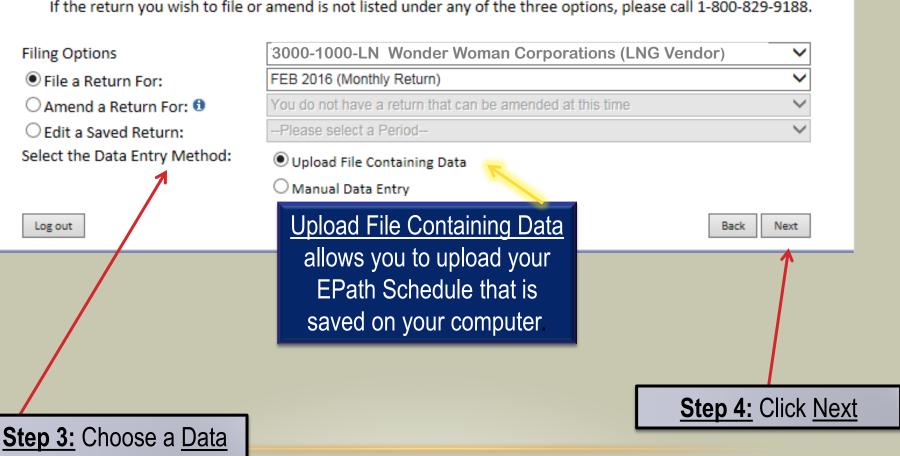
Entry Method to input a

schedule

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Example: Data File Definition

Data File Definition ➤ Please select the type of file you will be sending. In a fixed length file, each field has a specified size Main Menu Logout separated by a specified character. File Definition>

Filing FEB 2016 Return For 3000-1000-LN

column headings. If the EPath

Schedule of Receipts and

Disbursements Template is used

no changes are needed

File Layout File Upload File Preview View Return Verify Info

that remains constant throughout the entire file. In a delimited file, all fields in a record are Refers to the lines that contain

Skip the first | 7 lines of the file

- Fixed Length:
 - File contains no line feeds
- Delimited File:

Field Delimiter:

Comma (,)

Double Quote (")

String Qualifier:

Other:

Other:

The **Delimited File** defaults to "comma" and "Double Quote" No changes are needed

Click Next

Back

Next

Data File Layout ➤

Filing FEB 2016 Return For 3000-1000-LN

Main Menu Logout File Definition File Layout> File Upload

View Return

Verify Info

Describe the fields in your file using this section. Use the arrow buttons to reorder the fields. When using a fixed-length file, specify the length of each field in your file. You may remove any nonmandatory fields that are not in your file by checking the box in the right-hand column.

Position	Field Name	Size	Include
1 🗸	Schedule Type	2	Required
2 🗸	Carrier Name	100	Required
3 💙	Carrier FEIN	10	Required
4 💙	Mode	2	Required
5 💙	Origin State	2	Required
6 🗸	Destination State	2	Required
7 💙	Sold To	100	Required
8 💙	Purchaser FEIN	10	Required
9 💙	Transaction Date	8	Required
10 🗸	Manifest Number	15	Required
11 🗸	Gross Gallons	9	Required
12 🗸	Product Type	3	Required
Reset Layout	Save Layout		

Position refers to the column on the schedule that is uploaded into EPath.

Step 2: If the layout changes click Save Layout before clicking Next.

If you are using the EPath template to file your schedule no changes are needed on this page and you can click Next.

Field Name is the column heading on the EPath Schedule.

Step 1: Enter the <u>Position</u> number for each Field Name as they appear on your EPath Schedule. In the example below the first column would be Position 1 so you want to match the Field Name to the Column heading.

Schedule Type	Carrier Name	Carrier FEIN	Mode	Point of Origin	Destination	Sold To Acquired From	Purchaser Seller FEIN	Date Shipped Received	Manifest Number	Gross Gallons	Product Type
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456789	02/01/2016	123456	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456790	02/02/2016	123456	1200	225
6d	A Carrier	123456789	J	SD	SD	A Purchaser	123456791	02/03/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456792	02/04/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456793	02/05/2016	123456	1200	225
8	A Carrier	123456789	J	SD	SD	A Purchaser	123456794	02/06/2016	123456	1200	225
7	A Carrier	123456789	J	SD	TX	A Purchaser	123456795	02/07/2016	123456	1200	225
7	A Carrier	123456789	J	SD	FL	A Purchaser	123456796	02/08/2016	123456	1200	225
7	A Carrier	123456789	J	SD	AK	A Purchaser	123456797	02/09/2016	123456	1200	225
7	A Carrier	123456789	J	SD	ND	A Purchaser	123456798	02/10/2016	123456	1200	225

Next

PRODUCT TYPES, SCHEDULE TYPES, AND MODE OF TRANSFER

❖ You will only be reporting liquid natural gas sales so the product type entered will always be 225. Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>			
6d	This schedule type will be used to report transactions of LNG that was sold tax exempt to other licensed LNG Vendors. This amount will be reported on <u>Line 1</u> of the tax return.			
10a	This schedule type will be used to report transactions of LNG that was sold tax exempt for agricultura use. This amount will be reported on <u>Line 2</u> of the tax return.			
8	This schedule type will be used to report transactions of LNG that was sold tax exempt to the federal government. This amount will be reported on Line 3 of the tax return.			
7	This schedule type will be used to report transactions of LNG that was exported out of South Dakota. This amount will be reported on Line 4 of the tax return.			
5	This schedule type will be used to report transactions where LNG was sold for use or used in licensed motor vehicles upon which fuel tax is due. This amount will be reported on Line 6 of the tax return.			

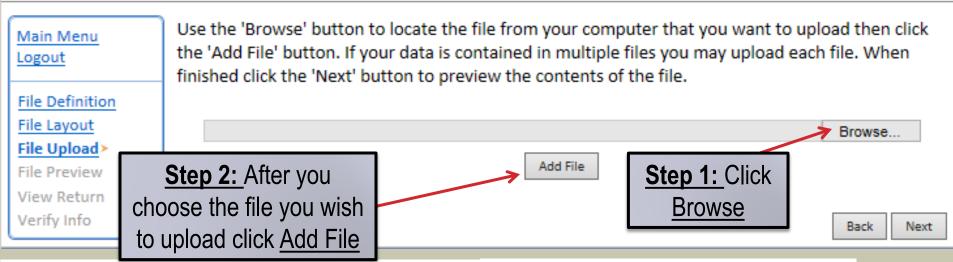
How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

<u>Mode</u>	<u>Description</u>
J	Truck
R	Rail Car
В	Barge
PL	Pipeline

Example: Data File Upload

Data File Upload ≻

Filing FEB 2016 Return For 3000-1000-LN



Data File Upload 🗲

Main Menu

File Definition

File Layout

File Upload>

File Preview Schedule Errors

BP Summary

Verify Info

Logout

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without selectina another file.

Browse.. Add File Biodiesel Producer Step 3: Click Next File Number Upload Date File Name Delete Delete 1 6/17/2016 3:21:39 PM H\Excel\Biodiesel Producer.csv Back Next

Filing FEB 2016 Return For 3000-1000-LN

The file must be saved as either a .csv or .txt for EPath to recognize the data when the file is uploaded.

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Example: File Preview

Supplier File Preview ≻

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Main Menu Logout

File Definition
File Layout
File Upload
File Preview
CNG Vendor
CNG Summary

Verify Info

Below is a sample of your file showing the first 10 records. Verify the information is correct. If it is not click the back button and reimport the corrected file.

- 1								
/	Result	Schedule Type	Carrier Name	Carrier FEIN	Mode	Origin State	Destination Sta	ate
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	В	A Carrier	123456789	J	SD	SD	
	Success	В	A Carrier	123456789	J	SD	SD	
	Success	В	A Carrier	123456789	J	SD	SD	
J	Success	8	A Carrier	123456789	J	SD	SD	
	Success	8	A Carrier	123456789	J	SD	SD	
	Success	5	A Carrier	123456789	J	SD	SD	
\	Success	5	A Carrier	123456789	I	SD	SD	
1								1

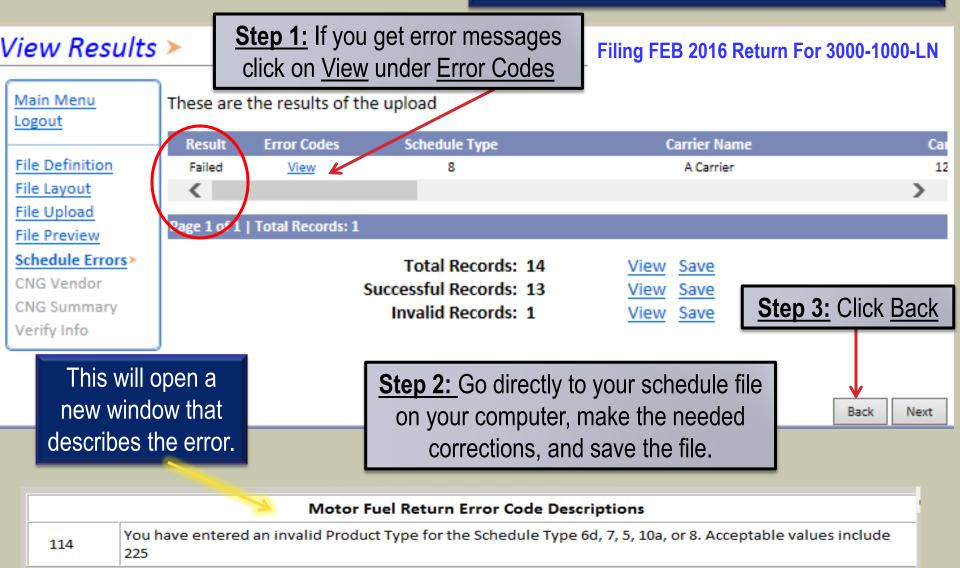
Click Next

Next

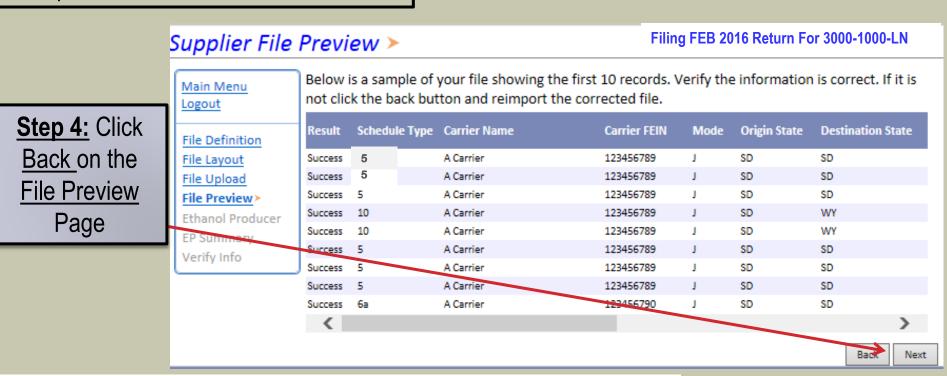
Back

Example: Failed Download

If you did not get error messages click Next and skip the next slide



Example: Failed Download Continued...



Filing FEB 2016 Return For 3000-1000-LN

Browse...

Back

File Size

Next



Main Menu

File Definition

File Layout

File Upload>

File Preview

BP Summary

Verify Info

Schedule Errors

Biodiesel Producer

Logout

Use the 'Browse' button to locate the file from your computer that you want to upload then click the 'Add File' button. If your data is contained in multiple files you may upload each file. When finished click the 'Next' button to preview the contents of the file.

Add File

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Next' button without

Note: A file areadly exists for this return. If you would like use the existing file just click the 'Ne selecting another file.

Delete File Number Upload Date File Name

Delete 1 6/17/2016 3:21:39 PM H\Excel\Biodiesel Producer.csv

Step 5: Click Delete and upload the corrected file

To Upload New File

- ✓ Click Browse
- ✓ Upload Correct File
- Click Add File
- ✓ Click Next



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Filing FEB 2016 Return For 3000-1000-LN

Main Menu

SALES SUMMARY

Logout

File Definition File Layout File Upload File Preview

Liquefied N. Gas> LN Summary

Payment Method Make Payment Verify Info

Liquefied Natural Gas Return

1. Gallons sold tax-unpaid to other licensed LN vendors 3.600 2. Gallons sold tax-unpaid for agricultural (exempt) use 3. Gallons tax-unpaid to exempt government agencies 3,600

4. Gallons exported from South Dakota

5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on your sales tax return 6. Gallons sold for use or used in licensed vehicles upon which fuel tax is due

7. Total LN Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6)

INVENTORY RECONCILIATION

8. Beginning LN Inventory

9. Total gallons received during the month or brought into South Dakota

10. Total gallons to be accounted for (Add Lines 8 and 9)

11. Total gallons sold or exported (Record amount from Line 7 here)

12. Ending LNG Inventory (Subtract Line 11 from Line 10)

INVENTORY RECONCILIATION

13. Fuel Taxable Sales (Record Amount from Line 6 here)

14. Fuel Tax Rate

15. Fuel Tax Liability for this reporting period (Multiply amount on Line 13 by tax rate on Line 14)

16. Interest

17. Penalty

18. Total Remittance (Add lines 15, 16, and 17)

Calculate

4.800

12,000

12,000

-12,000

\$0.14

\$0.00

\$0.00

\$10.00

\$10.00

Next

Back

Step 1: Lines 5, 8, and 9 are entered in manually

TIP: Calculate

entries before

continuing on in

the process.

Step 3: Click Next

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Step 2: Click Calculate

Main Menu Logout	Liquefied Natural Gas Return						
Logout	SALES SUMMARY						
File Definition	Gallons sold tax-unpaid to other licensed LNG Vendors		3,600				
File Layout	(Attach Uniform Schedule of Disbursements - Type 6d)		ا م				
File Upload	2. Gallons sold tax-unpaid for agricultural (exempt) use		0				
File Preview	(Attach Uniform Schedule of Disbursements - Type 10a)		3,600				
	Gallons sold tax-unpaid to exempt government agencies (Attach Uniform Schedule of Disbursement - Type 8)						
Liquefied N. Gas	4. Gallons exported from South Dakota						
LN Summary>	(Attach Uniform Schedule of Disbursements - Type 7)						
Payment Method	5. Gallons sold on which South Dakota sales tax is due and will be reported and remitted on you	ır	0				
Make Payment	sales tax return		1				
Verify Info	6. Gallons sold for use or used in licensed vehicles upon which fuel tax is due		0				
	(Attach Uniform Schedule of Disbursements - Type 5)						
	7. Total LNG Gallons Sold or Exported (Add Lines 1,2,3,4,5, and 6)		12,000				
	INVENTORY RECONCILIATION						
	8. Beginning LNG Inventory		0				
	9. Total gallons received during the month or brought into South Dakota		12,000				
	10. Total gallons to be accounted for (Add Lines 8 and 9)		12,000				
	11. Total gallons sold or exported (Record amount from Line 7 here)		12,000				
	12. Ending LNG Inventory (Subtract Line 11 from Line 10)		0				
	TAX CALCULATION AND REMITTANCE						
	13. Fuel Taxable Sales (Record Amount from Line 6 here)		0				
	14. Fuel Tax Rate		\$0.14				
	15. Fuel Tax Liability (Multiply amount on Line 13 by tax rate on Line 14)		\$0.00				
	16. Interest		\$0.00				
	17. Penalty		\$10.00				
	18. Total Remittance (Add lines 15, 16, and 17)		\$10.00				
		Back	Next				
			1				

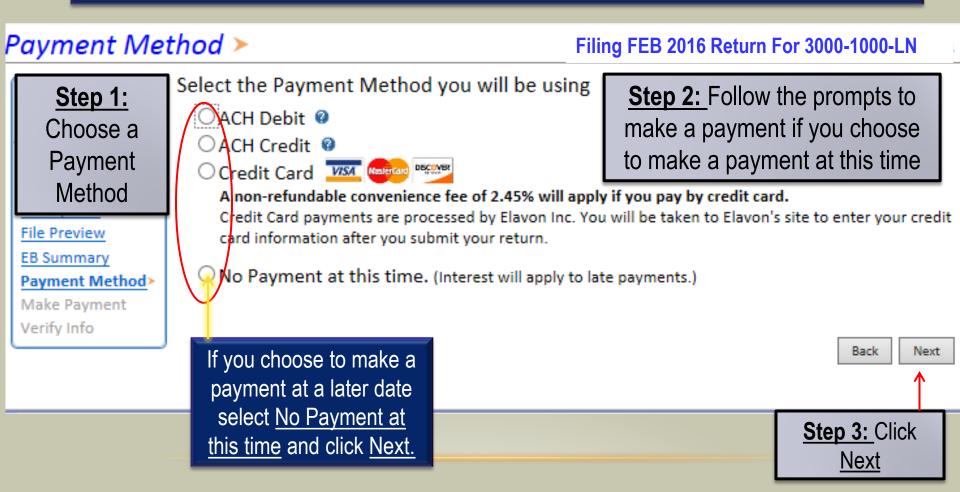
TIP: Always remember to review your entries before continuing on in the process.





Example: Returns with Tax Due

On the <u>Payment Method</u> page you have the option to pay the tax amount due on your LNG Vendor Return. If no tax is due you will not reach this page.



Verify Information >

Main Menu Logout

File Definition

File Layout

File Upload

File Preview

Liquefied N. Gas

LN Summary

Payment Method

Make Payment

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License: 3000-1000-LN

Name: WONDER WOMAN CORPORATIONS

File Code: Required Calendar Monthly

Period: 02/2016

Return Due Date: 3/23/2016

Return Type: LN - Original

Total Tax Due: \$10.00 Interest/Penalty: \$10.00 Total Due: \$10.00 Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return has been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: ••••••

Back

Submit

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Confirmation Information >

Confirmation

Confirmation Number: 112490641694570825

Date Submitted: Jun 22, 2016 12:49 PM

Return

License: 3000-1000-LN

Period: **02/2016**

Return Type: LN - Original

Return Due Date: Mar 23, 2016

Total Amount Due: \$10.00

View/Print Full Return

Please Note: You willNOT be able to printyour return after you

return to the main menu.

Click View/ Print Full Return to print your

return

Print

Main Menu



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: <u>sdmotorfuel@state.sd.us</u>